

MCTI PROCEDURE - 74

DATE: April 30, 2012
TO: MCTI STAFF
FROM: Paul Mulka, MCTI Director

GRIEVANCE PROCEDURES
FOR
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
SECTION 504 OF THE REHABILITATION ACT OF 1973
TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990

Michigan Career and Technical Institute affirms that no person shall, on the basis of religion, race, national origin, sex, or handicap, be denied the benefits of, or be subjected to discrimination in its educational programs and activities.

MCTI has named Felicia Love as the Title VI, Title IX and Sec. 504 Coordinator. This individual will act as a resource for questions or concerns that may arise from staff, students, or any citizen in regards to their respective area. This individual will also coordinate for the MCTI Director, a yearly self-evaluation in regards to Title VI, IX, and Section 504, to determine whether the intents of these are being met and carried out.

Section 1

Any person believing that the Michigan Career and Technical Institute or any part of the organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, and (4) Title II of the Americans with Disabilities Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

MCTI Director
11611 West Pine Lake Road
Plainwell, Michigan 49080
(269)664-4461
(877)901-7360 (Toll Free)
(269)664-9294 (TTY)

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the MCTI Civil Rights Coordinator, who shall in turn investigate the complaint

and reply with an answer within five (5) business days.

If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps.

Step 1

- A written statement of the grievance signed by the complainant shall be submitted to the MCTI Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

- A complainant wishing to appeal the written (or Step 1) decision of the Civil Rights Coordinator may submit a signed statement of appeal to the MCTI Deputy Director within (5) business days after receipt of the Coordinator's response. The MCTI Deputy Director shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

- If still unsatisfied, the complainant may appeal through a signed, written statement to the MCTI Director within five (5) business days of receiving the Deputy Director's response in Step 2. In an attempt to resolve the grievance, the MCTI Director shall meet with the concerned parties and their representative within ten (10) days of the receipt of such an appeal. A copy of the MCTI Director's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting. The decision of the Director shall be final.

The local Coordinator, on request, will provide the complainant with a copy of the MCTI grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

Students and parents and representatives of MCTI may, at any time, contact the enforcement offices if you wish to file a complaint or need assistance on a problem or assistance to prevent civil rights problems. Contact the OCR headquarters office if you have a question on national policy, to make a Freedom of Information request for information that is national in scope, or to request publications or other assistance that is not available online.

The OCR office for Michigan is located at:

Cleveland Office
Office for Civil Rights
U. S. Department of Education
600 Superior Avenue East, Suite 750
Cleveland, OH 44114-2611
Telephone: 216-522-4970
FAX: 216-522-7573
TDD: 877-521-2172
Email: OCR.Cleveland@ed.gov

The OCR National Headquarters is located at:

U.S. Department of Education
Office for Civil Rights
Customer Service Team
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 1-800-421-3481
FAX: 202-246-6840
TDD: 877-521-2172
Email: OCR@ed.gov